

Notification of Student's Return to Duty

TYPE or PRINT all information and sign this form.

☐ Secretarial ☐ Baccalaureate ☐ Graduate ☐ Ph.D.

TO: NASA/George C. Marshall Space Flight Center
Academic Affairs Office
Cooperative Education Office (Mail Code HS30)
Marshall Space Flight Center, AL 35812
Phone: (256) 961-7039 FAX: (256) 961-7523

FROM:

_____ is scheduled to return to duty on: _____
(Student Name) (Return Date)

TO BE COMPLETED BY THE APPROPRIATE SCHOOL OFFICIAL

Student Has Completed		Student is Currently Enrolled		Total Hours Toward Degree	Student is officially classified as:	Graduate:
Semester Hours Towards Degree	Quarter Hours Towards Degree	Semester Hours Towards Degree	Quarter Hours Towards Degree		<input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	
						<input type="checkbox"/> M.S. <input type="checkbox"/> Ph.D.
Current Major Field (Any change in major field of study must be approved by school and MSFC officials):				Major Field on Entry into Program (if different from current major):		
Grade Point Average:		Typed Name of Appropriate School Official:			Phone Number:	
Projected Date of Graduation (Month, Year):		Signature of Appropriate School Official:			Date:	

TO BE COMPLETED BY THE STUDENT

<input type="checkbox"/> I will return to duty at MSFC on the above date.	<input type="checkbox"/> I cannot report on the above date. My planned date of return is: _____
Is this your last work schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Address:	Phone Number:
Signature of Student:	Date:

IF YOU DO NOT PLAN TO CONTINUE IN THE PROGRAM, PLEASE COMPLETE THE FOLLOWING

I resign from the cooperative education program effective (Date):	My reasons for leaving are:

NASA has my permission to disclose the information furnished on this form to any government or individual having a valid reason for requesting the information.

Forwarding Address:	Phone Number:
Signature of Student:	Date:

Privacy Act Statement

1. The information to be provided on this form (MSFC Form 1854) is authorized to be collected by NASA by 42 U.S.C. 2473, 44 U.S.C 3103, and the Government Training Act, 5 U.S.C. 4101 et seq. Providing information is mandatory to obtain the benefits you seek.
2. The principal purposes for which the information is intended is for preview, planning, review, and management decisions by officials and employees within NASA regarding personnel and activities.
3. This information will be incorporated in the Special Personnel Records - NASA. The routine uses of this information outside of NASA will be with colleges and universities, law enforcement agencies, federal, state, or local agencies maintaining civil, criminal or other relevant enforcement or other pertinent information; other federal agencies, if relevant to the agency decision, and the Department of Justice court proceedings.
4. Failure to supply the requested information will deny you the benefits you seek.